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1	National Record Retention Policy for Local Authority Records 2021 - incorporates comments & obs and input from CCMA 2021													
2														
3	Functional Heading:	Transportation and Infrastructure												
4	Sub-Functions	Activities & Description what tasks do we do/why is the work done	Documents	Retention Recommendation	Legislation, Notes & Comments									
5	Traffic Management	Traffic flow studies	Maps/drawings/structural initiatives. Special plans, proposals, reports & correspondence Plans Re: traffic initiatives. AADT Calculations Traffic Modelling Diagrams & Reports	Retain maps/drawings/structural initiatives for 7 years. Then offer to archivist. In the event of no archivist please see comment** Other correspondence and documents can be destroyed after 2 years.	The Road Traffic Acts 1961 to 2018 Section 95 Road Traffic Act 1961 (as amend.) by Road Traffic Act 1994), as amended. **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently									
6		Traffic Signals	Maintenance Reports reports/documents/correspondence Signal Phasing Capacity Checks Geometric Designs Intergreen Matrices Maps/project specifications.	Retain Maintenance reports for 7 years. Then offer to archivist. In the event of no archivist please see comment** Destroy all other documents & correspondence after 2 years.	Road Traffic Acts 1961 to 2018 **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.									
7		Traffic Surveys	Annual Traffic Surveys Speed Surveys: excel files/reports/videos/photographs	Retain for 15 years. Then offer to archivist. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.									

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14		Traffic Signs	Traffic Sign Approvals T (11) Traffic Sign Studies	Retain Traffic signs until these signs are superseded by new traffic signs. Then offer to archivist. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or									
15	Byelaws	Speed Limits (reviewed every 5years)	Record of speed limits: Map road (national but local data), GIS system	All documents including all approvals & consents to be held until speed limit(s) superseded. Offer mapped record of superseded/ historical speed limits to archivist. In the event of no archivist please see comment** Other documents and records to be destroyed.	Road Traffic Act 2004. Bye Laws are published on www.speedlimits.ie. Note , Previous Bye Laws on website, for information purposes only.									
16		Traffic Bye-Laws	Copies of Bye-Laws/Pay & display files	All documents including all approvals & consents to be held until bye-laws have been superseded. Then offer superseded documents to archivist. In the event of no archivist please see comment**	DTTAS requirements for review every 5years. **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.									
17	Licensing & Permits	Heavy Load Permits	Abnormal Load Permits Permits	Retain permits for 2 years after the permit expires. Then destroy.	Road Traffic (Construction & Use of Vehicles) Regulations 2003, as amended (S.I. 5/2003)									
18		Tow Away Vehicles	Files on towed away vehicles	retain all files on towed vehicles for 2 years. Then destroy.										
19		Residential Parking Permits	Application forms & supporting docs/renewal of residential parking permits. Correspondence re permits. Appeals re the non-issuance of permits	Retain application form and permits for 2 years after the permit expires. Then destroy. Once permit issued then destroy supporting documentation.	Parking Bye laws									
20		Visitor Parking Permits	Application forms and supporting documents for the application/renewal of visitor parking permits. Correspondence regarding permits. Appeals regarding the non-issuance of permits	Retain application form and permits for 2 years after the permit expires. Then destroy. Once permit issued then destroy supporting documentation.	Parking Bye laws									

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27		Representations & Correspondence	Files with replies and reports on representations with letters/emails from Councillors on behalf of constituents re road complaints Note , Rep on specific project: will be linked to topic-not separate to topic, therefore time specific to topic.	Retain all this documentation for 2 years.Then destroy.										
28	Circulars & General Correspondence	TII	General circulars& general correspondence	Retain general correspondence for 2 years. Then Destroy. Retain circulars until superceeded. Then offer to archivist. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to									
29		DTTAS	General circulars& general correspondence	Retain general correspondence for 2 years. Then Destroy. Retain circulars until superceeded. Then offer to archivist. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or									
30		General circulars	Circulars	Retain general correspondence for 2 years. Then Destroy. Retain circulars until superceeded. Then offer to archivist. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to									
31	Behavioural Schemes	Bike Week	Policies/plans/photographs/publicity material/leaflets	Retain for 5 years after scheme/event is held. Then destroy bar useful materials such as advertisements of this events in the future alongside contemporary projects to compare projects over time. Offer these to archivist for archiving. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any									
32		Mobility Week	Policies, plans,	Retain for 5 years after scheme/event is held. Then destroy bar useful materials such as advertisements of this events in the future alongside contemporary projects to compare projects over time. Offer these to archivist for	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to									

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33		Park and Stride initiatives	Policies, plans,	Retain for 5 years after scheme/event is held. Then destroy bar useful materials such as advertisements of this events in the future alongside contemporary projects to compare projects over time. Offer these to archivist for archiving. In the event of no	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer									
34		Park and Ride initiatives	Policies, plans,	Retain for 5 years after scheme/event is held. Then destroy bar useful materials such as advertisements of this events in the future alongside contemporary projects to compare projects over time. Offer these to archivist for archiving. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any									
35		Business & Schools Engagement	Files/reports/surveys/press releases re: mobility week/feedback surveys	Retain for 5 years after scheme/event is held. Then destroy bar useful materials such as advertisements of this events in the future alongside contemporary projects to compare projects over time. Offer these to archivist for archiving. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any									
36	Conferences	Traffic Conferences	Correspondence/files	Retain for 2 years Then destroy.										
37	Fines	Traffic Wardens: Fines	Fines Files re issued fines/Correspondence Traffic fine appeals, 1st & 2nd. Strike off of fines. Court documentation & district court listings. WICKLOW COCO: Re Para 1 these would only hold fines that are the subject of Court Proceedings and as legally we can only commence prosecution within 6 months from the date of issue of the fine there would be no reason for them to retain these any longer than 2years post audit completion. Other than Appeals and S103s (letters from Local Tax Office confirming ownership of the vehicle at the time of the offence) all the fines are computer based. As per our contract these records	(a) Unpaid fines that cannot be recouped after 2 year period, retain for 2 years post audit. Then destroy. (b) unpaid fines that go to court: retain 2 years once Court Case is heard and judgement made.	LOCAL AUTHORITIES (TRAFFIC WARDENS) ACT 1975 REVISED Updated to 15 April 2014 2006 (SI 136/2006). Road Traffic Act 2002, as amended. (RTA 2006)									

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38		Disabled Driver Parking Permits.	Permits/applications/correspondence	Retain for 2 years post audit completion. Then destroy Retain pending court fines 7years Then destroy Exception to 7yr. period would be where legal proceedings have been initiated on foot of the investigation and enforcement.										
39	LA Road Grant Applications	Road Grants-National (Primary & Secondary Roads)	Annual Files: applications/correspondence	Retain for duration of programme under which grant was sought + a further 7 years. Then offer to archivist. In the event of no archivist please see comment** Other documents to be destroyed. Exception being where EU funding is involved. In these instances see comment ***	***Road Transport Act 2001EU funded schemes should be retained to comply with EU fund requirements (i.e.) Article 140 of REGULATION (EU) No 1303/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL. There is an absolute legal requirement to retain all relevant documentation relating to EU funding for a minimum period of 3 years after the closure of the Operational Programme under which the funding was provided and letter issued by EU Court of Auditors to that effect									
40		Road Grants-Regional/Non-national Road	Annual Files: applications/correspondence	Retain for duration of programme under which grant was sought + a further 7 years. Then offer capital jobs to archivist for archiving. In the event of no archivist please see comment** Other documents to be destroyed. Exception being where EU funding is involved. In these instances see comment ***	***Road Transport Act 2001EU funded schemes should be retained to comply with EU fund requirements (i.e.) Article 140 of REGULATION (EU) No 1303/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL. There is an absolute legal requirement to retain all relevant documentation relating to EU funding for a minimum period of 3 years after the closure of the Operational Programme under which the funding was provided and letter issued by EU Court of Auditors to that effect. **In the event of no archivist then the records should be retained indefinitely									
41		Road Grants to Facilitate Industrial Development	Annual Files: levied as a contribution. Levies applied through Planning conditions.	Retain 7years. Offer capital jobs to archivist for archiving. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to									

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42		Roads Restoration Plans Road Works Programme Local Roads Annually approved by Councillors	Plans/minutes/reports/correspondence	If Reports form part of Minutes of Council meetings, retain indefinitely. Otherwise retain for Plan duration. Then destroy. Offer only reports & plans to archivist for archiving. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer									
43		Road Programmes Surveys reports	Data held on the National Pavement Management System (PMS) Surveys & reports	Retain surveys and reports for 7 years. Then offer to archivist for archiving. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or									
44		Low Cost Remedial Measures	Data held on the National Pavement Management System (PMS) Annual grant for safety improvement works: Records/files for Road marking, signs, signals, enforcement (a) File on grant and procurement and (b) file on work	Retain records/files for 7 years. Then offer to archivist. In the event of no archivist please see comment** Exception being where EU funding is involved. In these instances see comment***	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records. ***Road Transport Act 2001EU funded schemes should be retained to comply with EU fund requirements (i.e.) Article 140 of REGULATION (EU) No									
45	Roads Maintenance	Carcass Removal	Licensed operator of a controlled animal rendering plant will collect animal carcasses from LA Pound once animals are removed from the road. Record include invoices, contracts, stamped ABP (Animal By-Products) documentation, etc.,	Retain ABP documentation for 3years. Then destroy Retain contract and payment details such as invoices for duration of contract + further 7years. Then destroy.	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer									

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46		Strengthening Works: resurfacing works	Tenders/files for supply of material /contracts/correspondence Data held on the National Pavement Management System (PMS). Tender details on supplygov.ie. Director's Orders made for purchase of materials and acceptance of Contracts exceeding a certain threshold.	Retain Directors & CE orders in original format for 5 years after current financial year to ends and AFS audit process completed then offer to Archivist. If no archivist then see comment** Archive on quality archival paper. Closure period of 30yrs for all CE and Directors orders. Exceptions being (i) CE orders relating to personnel which should be archived with closure period of 50yrs; and (ii) 20 years in cases where records are considered of significant historical or public interest or will facilitate fair and balanced reporting. A high level description/record (e.g.) spreadsheet, of the location and types of works	Section 8 of the 1986 National Archives Act and the Amendment Act from 2018 **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.				Any					
47		Scrim Reports: These results are recorded nationally through the National Pavement Management System (PMS)	Scrim results/correspondence/ Technical report on road slippage level.	Retain for 7 years. Then destroy	Roads Act 2007 (No. 34) Roads Acts 1993 to 2007.									
48		Non-National Roads Surfacing Contracts:	Surface contract files. Tendering and work done within the yr. tender/procurement Data held on the National Pavement Management System (PMS). Tender details on supplygov.ie. Director's Orders made for purchase of materials and acceptance of Contracts exceeding a certain threshold.	Register of Director Orders held indefinitely (see row 46 above).Retain for 7years after contract is terminated/expires. Then destroy. A high level description/record (e.g.) spreadsheet, of the location and types of works carried out should be kept for operational reasons.	Roads Act 2007 (No. 34) Roads Acts 1993 to 2007.									
49		Macadam Tenders	Tenders/files for supply of material /contracts/correspondence	Retain for 10 years. Then destroy	Statute of limitations for taking a claim against a product that has been in use for 10 years.									

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50		Underground Cables	GIS, maps	Records including maps of the underground cables network are to be retained permanently. Older versions of maps once superseded should be offered to the archivist. If no archivist then see comment**. If network maps are maintained in GIS format a time specific snapshot of the network should be taken periodically and then archived or permanently stored. It is essential to be able to take a snapshot of GIS records at any time for retention as an archival record of the extent of underground cables.	Planning & Dev Act 2000						
51		Hedge & tree cutting	annual file/reports/maps/minutes CE orders/tender docs	Retain for 7 years after cutting has taken place. Note , Where legal proceedings taken for compliance with Hedge cutting notices, retain correspondence until process concluded. Then destroy. A high level description/record (e.g.) spreadsheet, of the location and types of cutting works carried out should be kept for operational reasons.	Roads Act 2007 (No. 34) Roads Acts 1993 to 2007. Section 70 Roads Act 1993						
52		Road Maintenance:	Files re: repair to public roads files/flooding & drainage. NB for flood retention schemes	Retain 15 years. Then destroy	Roads Act 2007 (No. 34) Roads Acts 1993 to 2007.						
53		Overground Telegraph Lines	Maps of the overground telegraph line network	Records (held by utility companies) including maps of the overground telegraph line network are to be retained permanently. Older versions of maps once superseded should be offered to the archivist. If no archivist then see comment**. If network maps are maintained in GIS format a time specific snapshot of the network should be taken periodically and then archived or permanently stored. It is essential to be able to take a snapshot of GIS records at any time for retention as an archival record of the extent of	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently						

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54		Bitumen	Tenders/invoices/contracts/correspondence (Supply Gov) Kerry Co Co.	If supply of materials only then retain for 2 years post audit being completed. Then destroy. If supply and lay contract then retain 7years after contract expires. Then destroy. High level description in spreadsheet of bitumen surfacing works carried out detailing location and description of works can be retained.	S.I. No. 284 of 2016 EUROPEAN UNION (AWARD OF PUBLIC AUTHORITY CONTRACTS) REGULATIONS 2016 Framework – As the contracting authority the LA creates the competition and retains the records under which the contract is awarded. Exception would be where under Regulation 84(1) of the Public Contracts Regulations 2015, there is an obligation to create a report on every over-threshold public contract and framework agreement. In these instances SupplyGov will create the required report						
55		Landscaping	Tenders/invoices/contracts/correspondence	Retain successful tenders and contracts for duration of contract + 7 years. Then Destroy. Exception being policies & reports which should be offered to archivist for archiving. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer						
56		Chip Stocks	Invoices	Retain evidence of quotation(s) obtained from SupplyGov.ie until contract covering supply of chips has been delivered in full + a further 7 years.							
57		Road Works Return	Expenditure/correspondence	Retain until the audit for the calendar year in which the application/transaction record took place has been completed and signed off plus the remainder of that calendar year. Then destroy.							
58		Site Investigations:	files re: justification for start of scheme/start of contract (before design of scheme). Part of files for scheme/correspondence reports (archaeological/topographical/ground investigation	Where related to a scheme that commences then retain for duration of the project/works + a further 7 years. Then offer to archivist. In the event of no archivist please see comment** For site investigations where project is not proceeded with then retain for 7 years. Then destroy. A high level description in spreadsheet format detailing location of sites and description of findings can be retained	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently						

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59		<p>Damage to Roads re to legal proceedings taken Sometimes linked to road openings: Road Opening Licence records retained on the Road Opening Licence System.</p> <p>Note, Roads Authority can seek recovery of costs for damage done to road surface or road infrastructure or for mud on road.</p>	Complaints about damage done by farmers/contractors-e.g. (a) if large quantities of mud brought from fields onto roads these are dealt by Litter Wardens as a litter offense(see environment). (b) if road excavated/damaged to lay a pipe/service; an ROL should have been applied for(if they are not retrospectively applied for, apply for one), see road openings. (c) if road <i>broken-up</i> by heavy vehicles-over a time period-it is dealt with by Area Engineer, and records are kept as other complaints.	Retention time: Where legal proceedings being taken, retain records until legal process concluded. Retain until the audit for the calendar year in which the application/transaction record took place has been completed and signed off plus the remainder of that calendar year. Then destroy.	Section 13 (10) (b) Roads Act 1993									
60		Road Markings Road Surfacing Contract	Data contained in Returns to Department and on the Pavement Management System (PMS)Files/correspondence/contracts/files for safety improvement scheme	Retain documents for 7 years. Then destroy. Retain high level description of location and description of road surfacing works carried out.										
61		Surface Dressing Return:	Data contained in Returns to Department and on the Pavement Management System (PMS)Tenders/files for supply of material/contracts/correspondence	Retain until the audit for the calendar year in which the application/transaction record took place has been completed and signed off plus the remainder of that calendar year. Then destroy.										
62		Soils Laboratory	Files on LAs own soils laboratory expenditure & correspondence	Retain documents (re operation of soil lab) for the period that it is in use + a further 7 years after it closes. Then destroy										
63		Road Maps: OSI	Road Maps/ Classification of Roads docs/ maps	Retain for as long as needed for reference and until supeseded. Older versions of maps once superseded should be offered to the archivist. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to									
64	Bridges	Bridges: Survey& Reports	Survey& Reports	Retain surveys & reports for duration for which the bridge contract is in operation + further 7 years. Then offer to archivist. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The									

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4		Land Acquisition	Correspondence & reports	Retain until completion of transfer + 7 yrs. If no archivist then see comment**. Register of sale of land: Title deeds for land acquired by LA to be kept in archive/given to archivist	Land Conveyancing Act, 2009 **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records.									
75		Land Dedication Agreement.	Agreement files: Owner dedicates land for public use but the original land owner retains ownership.	Retain until dedication has been effected plus for duration that agreement is in place + a further 7 years Then offer to archivist. In the event of no archivist please see comment**	LG Act, No. 2, 1966. As amended **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA.									
76		Road Widening	Contracts/tenders/invoices	Retain 7 years Offer contracts and drawings to archivist. In the event of no archivist please see comment**	Planning & Dev Act 2000, as amended and Planning & Development Regulations 2001, as amended (Part 8) **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA.									
77		Road Realignment	Correspondence & reports/contracts	Retain for 7 years. Then offer to archivist. In the event of no archivist please see comment**	Planning & Dev Act 2000, as amended and Planning & Development Regulations 2001, as amended (Part 8) **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA.									
78		Agreements: concerning functions with other LAs: at county boundaries.	LG Act, 2001 Section 85 Agreements (where one takes over full control and consults with other) File attached to construction scheme	Retain until Section 85 agreement has finalised plus for duration that agreement is in place + further 7 years. Then offer to archivist. In the event of no archivist please see comment**	LG Act, 2001 Section 85 Agreements **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently									
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84		Hazardous Materials on Roads	Incident reports/correspondence	Records detailing accident/incident or dangerous occurrence should be retained for 10 years from the date the accident/incident or dangerous occurrence is reported or until investigation and legal proceeding has been completed. Then offer major incident files to archivist for archiving and destroy rest of the correspondence. In the event of no archivist please see comment**	Safety, Health and Welfare at Work (General Applications) Regulations 2016 **In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently									
85		Temporary Road Closure: Events	Road closure file: one file for all road closures per yr. Keep same as road scheme file that it is part of under Road Works	Register of Director's Orders retained indefinitely Retain road closure orders 5 years from time of road closure. Then destroy.	Roads Act 1993 & Roads Regulations 1994									
86		Temporary Road Closure: Road works	Road closure file: one file for all road closures per yr. Keep same as road scheme file that it is part of under Road Works	Register of Director's Orders retained indefinitely Retain road closure orders 5 years from time of road closure. Destroy	Roads Act 1993 & Roads Regulations 1994									
87	Plant & Machinery	Hire of Plant and Machinery	Invoices/Bills	Retain records relating to the hiring of equipment/machinery for the period for which the hire period exists plus a further 7 years. Then destroy. Financial records to be retained until the audit for the calendar year in which the application/transaction record took place has been completed and signed off plus the remainder of that calendar year. Then destroy.										
88		Repairs to Plant Machinery: Works & Maintenance	Expenditure/invoices/accounts	Retain records relating to maintenance of equipment for the lifetime of the equipment plus a further period of 5 years. Then destroy. Financial records to be retained until the audit for the calendar year in which the application/transaction record took place has been completed and signed off plus the remainder of that calendar year. Then destroy.	Safety, Health & Welfare at Work (General Application) Regulations 2007-2020 Regulation 30(d)									

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Sub-Functions	Activities & Description what tasks do we do/why is the work done	Documents	Retention Recommendation	Legislation, Notes & Comments									
4														
117		Maps/ drawings of public lighting network (i.e.) Deadsure is currently used as asset management system and lights location are on it and updated continuously.	Maps/ drawings only	Retain for duration of contract with the term assessment management system plus a further 7 years. Then destroy. Retain updated maps/lists of sites until maps/drawings are superseded Older versions of maps once superseded as well as historical drawings plus a periodic extract from Deadsure which details the public lighting network at any given point in time should be offered to the archivist. If no archivist then see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently									
118		New connections LA ESB application	LA application to ESB, connection agreement with billing details. LA retains agreement part.	Retain file(s) for 7 years. A high level description in spreadsheet format capturing location and description of new connections should be maintained. Then offered periodically to archivist. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any									
119	Piers & Harbours	River/Sea Inlet Drainage works	Relevant correspondence & reports	Retain for duration of works + 7years. A high level description in spreadsheet format capturing location and description of the drainage works carried out should be maintained. Then offered periodically to archivist. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently									
120		Reports on Piers & Harbours	Day to day operational files/dredging reports	Retain for 7 years. A high level description in spreadsheet format capturing location and description of the dredging works carried out should be maintained. Then offered periodically to archivist. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any									

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Sub-Functions	Activities & Description what tasks do we do/why is the work done	Documents	Retention Recommendation	Legislation, Notes & Comments									
4														
121		Works & Maintenance	Works & maintenance files	Duration of works + 7years. A high level description in spreadsheet format capturing location and and description of the works and maintenance carried out should be maintained. Then offered periodically to archivist.In the event of no archivist please see comment**										
122		Harbour Development Programme	Programme/correspondence	Retain for duration programme + 7years. A high level description in spreadsheet format capturing location and description of the harbour development works carried out should be maintained. Then offered periodically to archivist. In the event of no archivist please see comment**	**In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the LA. The archivist either employed directly or otherwise engaged by the LA is to notify senior manager/certifying officer in business section before taking any decision other than to permanently									
123	Completed Safety Files for Future Schemes & Maintenance Liaise with H&S for a particular project	Schemes & Projects Safety Files: issue to future consultants & contractors	Schemes & Projects Safety Files	Retain for completion of project + 7 years, then destroy. Once capital projects completed: To be transferred from all projects (Capital and Non Capital) for H&S Dept/ Operations Dept. To be retained indefinitely, electronically & hard copy for ease of reference. Retained for lifetime of the elements contained in the file acc. with the construction regulations	H&S Construction Regulations & HSA									

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Sub-Functions	Activities & Description what tasks do we do/why is the work done	Documents	Retention Recommendation	Legislation, Notes & Comments									
4	Capital Projects	Including all correspondence; records of meetings; Project Management records; public consultation; Reports; designs and drawings; procurement; contracts issued; H&S files, etc.	All PM and Finance, including Project Control Documents, PEPs, Plans, Programmes etc.	Retain all records relating to capital projects for duration of the project and/or service contract expires plus a further 7 yrs. * Then offer to the archivist. If no archivist then see comment** Exception being where (i) where the contract for delivery of the capital project is a contract under seal in which case its duration plus 12 yrs.; (ii) where a legal case has been initiated. In these instances records should be retained until the legal process has been exhausted; and (iii) where capital is provided from EU funds. There is an absolute legal requirement to retain all relevant documentation relating to EU funding for a minimum	* Personal data may be collected and processed in these activities. However in relation to Tenders or Contractors the only personal data involved will be if (i) the company submitting are sole traders or unlimited companies; and/or (ii) they include the CVs of the company staff who will be engaged in delivering the service. ** In the event of no archivist then the records should be retained indefinitely or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive									